

# Risk Assessment

Activity: RA Number:	<b>Protecting Against Coronavirus</b> <b>DW111 – CN51</b>
Site RA No.:	<b>DW111 – CN51 Version 9</b>

Initial Assessment:	21.04.2020
Review Dates:	18.05.2020; 01.07.2020; 09.09.2020; 19.10.2020; 05.01.2021; 20.01.2021; 23.11.2021; 07.01.2022
Assessor:	SHEQ Manager
Review date:	<b>[Agent name]</b>
Reviewed By:	<b>01.04.2020</b>

PPE: <input type="checkbox"/> Head protection <input type="checkbox"/> High viz clothing <input type="checkbox"/> Safety Boots <input type="checkbox"/> Other:	Those at Risk: <input checked="" type="checkbox"/> Employee
<input checked="" type="checkbox"/> Gloves (as required) <input type="checkbox"/> Eye Protection <input type="checkbox"/> Hearing Protection <input checked="" type="checkbox"/> Face Covering	<input checked="" type="checkbox"/> Members of Public
<input type="checkbox"/> Respiratory protection <input type="checkbox"/> Harness & Lanyard <input type="checkbox"/> Coveralls	<input type="checkbox"/> Others:

Covid19 Risk Matrix		Likelihood				
		Certain 5	Very Likely 4	Likely 3	May Happen 2	Unlikely 1
Hazard Severity	5 Fatality or multiple fatality	25	20	15	10	5
	4 Specified illness	20	16	12	8	4
	3 Serious (illness)	15	12	9	6	3
	2 Minor illness / infection	10	8	6	4	2
	1 No Infection	5	4	3	2	1

<b>1-5</b>	Action is required to reduce the risk, although low priority. Time, effort and cost expended should be proportional to the risk.
<b>6-10</b>	Action required soon to control the risks. Interim measures may be required in the short term.
<b>11+</b>	Action required urgently to control the risk. Additional resources may be required to action quickly.

Activity	Hazard	Risk Assess (No Controls)			Control Measures	Risk Assess (Controlled)			Person Responsible <i>(Nominate person who will action control)</i>	Control Frequency Check Rate
		S	L	R		S	L	R		
Communication and Record Keeping	No active management of COVID19 Sites unable to open, or closed by the HSE	4	4	16	D&W Site Teams to maintain regular contact with Senior Management and keep a daily site record of work activities, production and persons on site. D&W Site Teams to ensure COVID19 restrictions briefed daily and monitored for effectiveness onsite. Lateral Flow Testing regime implemented 25.10.2021. SHEQ Manager to continue recording all COVID related incidents.	4	1	4	Site Agent	Before Coming to Site
Self Isolation	Spreading COVID19	4	4	16	Where workers have been contacted by NHS Track & Trace they must self isolate as instructed – this is a legal requirement.	4	1	4	Site Agent	Before Coming to Site



**THINK SAFETY – WORK SAFELY**

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		S	L	R		S	L	R		
				16	When family members test positive for COVID it is recommended that workers (who have had their full vaccinations) isolate themselves from that family member to continue working. Workers who have not been vaccinated should isolate and not attend work. Workers who come into contact with someone who has tested positive for the Omnicom variant must self isolate, regardless of vaccinations /booster. All workers to confirm they are fit to return to work through Return from Isolation Checklist on return to work.			4		
Procedure if someone falls ill while on site	Spreading COVID19	4	4	16	If a worker develops COVID symptoms, they should: <ul style="list-style-type: none"> <li>Return home immediately and contact anyone they have been within 2m of in the last two days and advise them of the symptoms now felt.</li> <li>Avoid touching anything or going into any welfare or office facility.</li> <li>Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>Undertake a lateral flow test and if positive arrange for a PCR test. If PCR test is positive, self isolation must take place.</li> <li>The site will be subjected to a stringent cleaning regime.</li> </ul>	4	1	4	Site Agent	Daily
Travelling to and from site	Travelling with an infected colleague Transporting infection to site Spreading COVID19	4	4	16	When using public transport or vehicle sharing, face coverings by all parties should be worn. Air conditioning in vehicles should be turned off and where possible, windows opened to aid air flow. When car sharing passengers should be at least 1m apart with a limit of two passengers per row. Any occupants of shared vehicles must be consistent and not changed on a daily basis. Suitable parking provisions will be made for additional vehicles as required. Arrangement to be made on site to continue to maintain social distancing measures. Workers encourage to continue washing hand regularly and sanitise hands on entry and exit to the workplace.	4	2	8	Site Agent	Daily
Travelling to and from site - Emergencies	Travelling with an infected colleague Spreading COVID19	4	4	16	Only in an emergency should a second person travel in one vehicle. Where this is required the following additional actions must be taken: <ul style="list-style-type: none"> <li>Wash your hands thoroughly prior to getting into the vehicle</li> <li>Where possible keep to your own seat</li> <li>Both parties, if possible, to wear a face covering.</li> <li>Air conditioning must not be used. Open windows if possible.</li> </ul>	4	2	8	Site Agent	As Required



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		S	L	R		S	L	R		
Travelling to and from site - Lodging Away	Travelling with an infected colleague Spreading COVID19	4	4	16	Lodging away to be avoided where possible, but where required: <ul style="list-style-type: none"> <li>Travel to and from the accommodation must be done in single occupancy vehicles or minibuses that can maintain social distancing.</li> <li>Those persons living in temporary accommodation must be in single occupied rooms and continue to adhere to the social distancing outside of working hours.</li> </ul>	4	2	8	Site Agent	As Required
Site Access Points	Spreading COVID19 Breaking 2m Social Distancing Zone	4	4	16	Non-essential visitors should <b>be kept to a minimum</b> . Continue to stagger start / finish times and break times to reduce congestion <b>and numbers within welfare facilities</b> . Allow plenty of space between people waiting to enter / <b>leave</b> site. Regularly clean common contact surfaces in offices, welfare units and delivery areas, particularly during peak flow times. Continue to hold communication / meetings in external areas. When this is not possible face coverings should be worn in internal areas. Hold more than one meeting (e.g. morning briefings) to continue social distancing regimes. Delivery drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.	4	2	8	Site Agent	Daily
First Aid Treatment	Spreading or becoming infected with COVID19	5	5	25	First Aider must wear a face covering at all times during treatment. Where possible, assist the casualty from a safe distance - minimise the time you share a breathing zone. If casualty is capable of following treatment instructions, treat in this manner. If emergency services are required, ensure they are aware during the initial call if the casualty has any COVID19 symptoms. CPR only administered through chest compressions – no mouth to mouth. Where CPR is required, ensure the casualty's nose and mouth are covered with a cloth, towel or face covering. First Aider to ensure gloves are worn. On completion of treatment, discard any disposable items into a waste bag and tie securely. Sanitise reusable equipment and the first aid box after use. Wash your hands thoroughly with soap and water.	3	3	6	First Aider	As required



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		S	L	R		S	L	R		
Hand Washing	Spreading COVID19 Breaking 2m social distancing zone	4	2	8	<p><b>Continue to</b> provide hand washing facilities / hand sanitiser within welfare and office facilities and at the site point of entry / exit.</p> <p>Regularly clean hand washing facilities and check soap/sanitiser levels.</p> <p>Provide rubbish bins for hand towels with regular removal and disposal.</p> <p>Use paper hand towels instead of hand dryers wherever feasible.</p> <p>Maintain extra supplies of soap, hand sanitiser and paper towels and securely store.</p>	4	1	4	Site Agent	Daily
Toilet Facilities	Spreading COVID19 Breaking 2m social distancing zone	4	2	8	<p><b>Continue to</b> restrict the number of people using toilet facilities at any one time – posters to be erected to specify numbers.</p> <p>Wash hands before and after using the facilities.</p> <p>Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.</p> <p>Portable toilets should be cleaned and emptied more frequently.</p> <p>Provide rubbish bins for hand towels with regular removal and disposal.</p>	4	1	4	Site Agent	Daily
Canteens / Drying Rooms / Rest Areas	Spreading COVID19 Breaking 2m social distancing zone	4	4	16	<p><b>Continue to</b> stagger start, break and finish times to reduce congestion and contact in welfare facilities.</p> <p>Signage detailing the capacity of each welfare facility and social distancing requirements to be installed at the entry point.</p> <p>Face covering to be worn on entry and exit to welfare facilities. They can be removed while eating and drinking.</p> <p>Hand cleaning facilities / hand sanitizer to be installed at the entrance to any room where people eat / change clothes.</p> <p>Workers to wash hands when entering/exiting welfare facilities.</p> <p>Touch Points to be cleaned frequently and after use, e.g. kettles, microwaves, refrigerators, water cooler tap, etc.</p> <p>A distance of 2m should be maintained between users, wherever possible.</p> <p>All rubbish should be put straight in the bin and not left for someone else to clear up. Tables to be cleaned by workers after use.</p> <p>Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed, dried and put away after use, i.e. DO NOT SHARE.</p>	4	2	8	Site Agent	Daily
Site office / meeting rooms	Spreading COVID19	4	4	16	<p>Signage detailing the capacity of each facility and social distancing requirements to be erected at entry point along with hand sanitizer station.</p>	4	2	8	Site Agent	Daily



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	Breaking 2m social distancing zone				Face covering to be worn on entry and exit to facilities. While inside, if a 2m social distance cannot be maintained, face covering <b>should continue to be worn</b> . Touch Points to be cleaned frequently, e.g. printers, laptops etc. All rubbish should be put straight in the bin. Laptops or telephones must not be shared. If hot-desk is provided for visitors, area must be cleaned down following visit.					
Cleaning	Spreading COVID19 Breaking 2m social distancing zone No provisions available Closure of site	4	4	16	Enhanced cleaning procedures should <b>remain</b> in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> <li>▪ Taps and washing facilities</li> <li>▪ Toilet flush and seats</li> <li>▪ Door handles and push plates</li> <li>▪ Lifting equipment and control points/boxes</li> <li>▪ Food preparation and eating surfaces</li> <li>▪ Telephones, keyboards, photocopiers and other office equipment</li> </ul> Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day. Sufficient stocks of cleaning products, hand sanitizers and toilets rolls to be maintained on site. Supplied to be locked away – personnel found stealing these will be subject to disciplinary action. Welfare areas to be closely monitored to ensure replenishment of facilities and prevent theft of supplies.	4	2	8	Site Agent	Daily
Work Planning to Avoid Close Working	Spreading COVID19 Breaking 2m social distancing zone	4	4	16	All persons on site are to <b>continue to</b> maintain the 2m distance when possible <b>and where stated above</b> . <b>“Fixed” Gangs can work within close proximity to each other, however, it is recommended that face coverings are worn.</b> <b>Gangs are to remain “fixed” where possible.</b> No lone working will be authorised. Ensure tools and PPE / RPE, where possible are cleaned thoroughly at the end of each shift.	4	2	8	Site Agent	Daily
Close Working (within 2m)	Spreading the COVID19	4	4	16	Where the social distancing cannot be applied: <ul style="list-style-type: none"> <li>▪ Minimise the frequency and time workers are within 2m of each other</li> <li>▪ Minimise the number of workers involved in these tasks.</li> </ul>	4	2	8	Site Agent	Daily



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	Breaking 2m social distancing zone Close Working Skin Contact Lone Working				<ul style="list-style-type: none"> <li>Workers should work side by side, or facing away from each other, rather than face to face.</li> <li>It is recommended that face coverings are worn where social distancing cannot be maintained.</li> <li>Increase ventilation in enclosed spaces.</li> <li>Workers should wash their hands before and after using any equipment</li> </ul> <p>Keep groups of workers that have to work within 2m:</p> <ul style="list-style-type: none"> <li>Together in teams (e.g. do not change workers within teams).</li> <li>As small as possible.</li> <li>Away from other workers where possible.</li> <li>Where it is not possible to maintain a 2m distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy.</li> </ul>					
Use of Personal Protective Equipment and Respiratory Protective Equipment	Contamination Effectiveness Training - non face fit	4	4	16	<p>Sites should not use RPE for COVID19 where 2m social distancing guidelines are not met.</p> <p>Single use protective equipment is to be disposed of after use.</p> <p>PPE must not be shared with other individuals.</p> <p>Reusable PPE and RPE (for non-COVID19 related protection) must be cleaned thoroughly at the end of each shift.</p> <p>Cleaning products and provision are to be made available to essential staff attending site.</p> <p>Anyone wearing RPE must be clean shaven to ensure effectiveness of protection. RPE must cover both the nose and mouth with the straps placed above and below the ear. A face fit test is required.</p> <p>Refer to HR any issues arising from any protected characteristics of an individual.</p>	4	2	8	Site Agent	Daily
Organising meetings / Briefs / Toolbox Talks etc.	Staff / workforce unwittingly bringing the virus to the meeting	4	4	16	<p>Continue to refrain from non-essential meetings, training, workshops etc.</p> <p>Meeting attendees to be limited to social distancing measures or face coverings to be worn by all parties throughout the meeting. Encourage regular sanitising by all participants during the meeting.</p> <p>Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze</p> <p>Split the meeting if large numbers attend.</p>	4	2	8	Site Agent	Daily



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					Encourage meetings to be carried out outdoors if weather permits, maintaining social distancing. Utilise technology to avoid meeting in person [Skype / Microsoft Teams etc.]					
New starters / Staff & Workforce	Preventing the spread of virus	4	4	16	Site Induction to include COVID19 controls. Induction attendance to be limited – see “Organising Meetings” above. Posters to be displayed that mandate staying home when displaying COVID19 symptoms. Instruct persons to clean their hands frequently by washing their hands with soap and water for at least 20 seconds or as a last resort using an alcohol-based hand sanitiser that contains at least 60-95% alcohol.	4	2	8	Site Agent	Daily
Use of plant and equipment	Spreading of virus through touchpoints	5	5	25	Gang members to be allocated to specific working groups and group allocation maintained. Machine Operators designated to specific plant – where possible allocate separate operators for each item of plant on site, i.e. excavator operator and ride on roller operatives are not the same person. Cleaning regime to be followed prior to use of any plant or tools by all persons. Limit amount of equipment sharing as much as possible, but ensure vibration exposure is managed. Where 2m social distancing measures cannot be maintained, face covering must be worn.	5	2	10	Site Agent Workers	Daily
Supply Chain	Deliveries from infected companies Reduce labour force Small businesses unable to continue/provide services	4	4	16	Deliveries Drivers to remain in their cabs or maintain social distancing if required to exit the vehicle to unload. Drivers must wear face coverings and gloves at all times while on site while out of their cabs. Information to be requested from the supply chain of their contingency and how they intend to manage and to operate within COVID19 guidelines. Updated RAMS to be requested and reviewed.	4	2	8	Site Agent	Daily
Returning from isolation	Spread of virus Isolation requirements not met	5	5	15	Workers who have isolated must complete a declaration on return to the workplace to check if isolation controls have been met and timescales achieved. Declaration includes a health review. Records retained with occupational health records for 40 years.	4	1	4	All workers Site Agent	As required



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		S	L	R		S	L	R		
					Two negative Lateral Flow Tests must be obtained prior to return if isolation period is less than 10 days, but only for those workers who have been double vaccinated. All workers can return to work following an isolation period of ten days. Test results checked by Site Management Team.					
<b>Environment:</b>										
General works	Stress put on workers due to uncertain times	3	4	12	Mental health first aiders available within the organisation and communicated to workers. Workers can choose to talk freely amongst themselves, however, ensure only accurate guidance is discussed provided by the NHS. Do not spread false rumours. Workers can consult with line managers at any time during working hours. If colleagues are not adhering to control measures these should be addressed through either the Ganger on site or Supervisors.	3	2	6	All	Daily
Refuelling vehicles	Infection at petrol pumps	3	3	9	If gloves not worn at service station petrol pumps, then hands should be sanitised after use and before returning to site. Payment should be made through contactless system or payment cards - no cash should be exchanged. Face covering must be worn when entering service station facilities.	3	1	3	All	Daily
Coughing or sneezing	Potential spread of virus	3	3	9	Cover your mouth with either a tissue or your sleeve (in your elbow) when coughing or sneezing to contain droplets. If using a tissue dispose of it and sanitise or wash your hands with soap and water immediately.	3	1	3	All	Daily